

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
STOCKTON PSYCHIATRIC PROGRAM**

JOB CLASSIFICATION: PROGRAM DIRECTOR – ACUTE (MENTAL DISABILITIES - SAFETY)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the general direction of the Clinical Administrator , the Program Director has the overall responsibility for the management of the Acute Psychiatric Program (APP). The Program Director directs the activities of an interdisciplinary treatment staff in achieving program goals and individual inmate objectives. The Program Director must have the requisite knowledge in order to establish and maintain a viable treatment component within the parameters of the Interagency Agreements between the Departments of Mental Health and Corrections. The Program Director is responsible for safety of staff, patients, and visitors in the treatment areas.

30% Plans, coordinates, implements, and evaluates program goals, objectives, activities, and results. Establishes operational program policies to achieve program objectives. Works with other Program personnel in implementing program objectives.

Establishes and oversees the program quality improvement effort and takes action based on identified problems and proposed solutions. Performs problem-solving and troubleshooting of program activities to assure effective treatment and achieve program goals.

Allocates resources among staff and units within the program. Determines staffing requirements and ratios. Administers budgets allocated to the program.

25% Reviews and approves overall treatment plans and evaluates patient progress. Assures that treatment activities conform to applicable statutes, regulations, and policies of the Stockton Psychiatric Program, Department of Mental Health, and relevant government agencies as well as State Licensing, Title 15, and JCAHO Standards.

Promotes effective interdisciplinary treatment teamwork, conducts meetings, develops effective lines of communication and promotes staff morale.

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Visits treatment units on a regular and frequent basis to observe and assess treatment activities and provide level of care staff with easy access to communication with management.

Serves as a member of various committees to ensure that program needs and objectives are identified, formulated, determined, and implemented. Develops and implements quality assurance programs.

Serves as Administrative Officer of the Day (AOD) on a rotational basis on weekends, evenings, and holidays. May serve as Acting Executive Director in the absence of the Executive Director during normal work hours as delegated.

20% Recruits, selects, and assigns program personnel to meet the needs of the Program in consultation with discipline program consultants.

Coordinates and/or provides ongoing staff training for program staff to enhance their skills and competencies as well as increase their capacities for upward mobility.

Serves as program liaison to the Information Technology Division. Implements security procedures in accordance with current policies to ensure the security of automated systems and data integrity.

20% Maintains and promotes positive professional working relationships with all staff levels within the program, and in all other programs/departments/service areas throughout the facility. Assures that all program operations conform to bargaining unit contracts and equal employment opportunity guidelines.

Interfaces with and promotes effective working relationships with the Department of Mental Health headquarters staff, other state agencies, legislative representatives, and with other interested groups providing services to patients.

Has overall supervisory responsibility for all program staff and directly supervises the Program Assistant and non-nursing treatment staff. The Program Director may delegate supervision of non-nursing treatment staff to appropriate supervisors.

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Reviews performance of all program staff and recommends appropriate actions as necessary, which may include commendations, adverse actions, or other administrative responses. The Program Director ensures that program management and supervisory staff develop performance goals and objectives that aid the program in providing quality treatment that aligns with Stockton Psychiatric Program's stated mission, goals and objectives.

5% Other duties as required.

0% **SITE SPECIFIC DUTIES**
N/A

0% **TECHNICAL PROFICIENCY**
N/A

2. SUPERVISION RECEIVED

The Program Director is under the direct supervision of the Clinical Administrator .

3. SUPERVISION EXERCISED

The Program Director has overall supervisory responsibility for all program staff and directly supervises the Program Assistant and support staff, and administratively supervises the Supervising Registered Nurse and professional level-of-care employees assigned to their respective program.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and methods of health care, rehabilitation, education, and psychiatric treatment as related to the care and treatment of forensic clients, patients, or inmates with developmental or mental disabilities; the care and treatment of forensic clients, patients, or inmates with developmental or mental disabilities; principles for maximizing the physical, cognitive, and social development of forensic clients, patients, or inmates; specific expertise related to program content; principles, procedures, and techniques used in planning, evaluating, and administering a multidisciplinary forensic client, patient, or inmate treatment program; principles and practices of personnel management and effective supervision; State and Federal laws and rules pertaining to developmental center or mental hospital administration; principles and practices of community organization for developmental or mental disabilities; developmental center/hospital organization, management, and procedures; a manager's role in equal employment opportunities.

ABILITY TO:

Plan, direct, and coordinate a program that provides care and treatment and maximizes the progress of forensic clients, patients, or inmates; direct research and evaluation projects; analyze complex problems and take appropriate action; formulate and manage a multidisciplinary forensic client, patient, or inmate treatment program; integrate the program with the overall functions of the developmental center/hospital; communicate effectively; work independently in identifying the need for and developing proposed changes in program practices and procedures.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

N/A

TECHNICAL PROFICIENCY (SITE SPECIFIC)

N/A

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

N/A

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor
Signature

Print Name

Date